

Board of Zoning Appeals (BZA) Application



Department of Planning and Development

Board of Zoning Appeals Division

525 Telfair Street

Augusta, GA. 30901

Only Completed Applications will be accepted



Planning and Development Department

Variance Application

In order to make an application to the Board you must submit the following:

- Completed application referral sheet from Augusta Planning and Development Department
- Submit \$300 (multiple variances \$700) check or money order made payable to Augusta Planning and Development Department
- Renters requesting a home occupation variance must attach a signed statement from property owner.

| Petitioner's Information | Property Owner Information |
|---|----------------------------------|
| Name: _____ | Name: _____ |
| Address: (all correspondence will be mailed to this address) _____ _____ | Address: _____ _____ _____ |
| City: _____ | City: _____ |
| State: _____ Zip: _____ | State: _____ Zip: _____ |
| Phone: _____ | Phone: _____ |
| Contact Person Name: _____ | |
| Phone: _____ | |
| Email address: _____ | |
| Petitioner/ Applicant is the: (please check or circle one of the following): | |
| <input type="radio"/> Property Owner <input type="radio"/> Owner's Agent <input type="radio"/> Contract Purchaser | |

Note: Planning and Development Department recommends that the applicant or the applicant's representatives attend the public hearing or the likely result will be postponement or denial of the application by the Board of Zoning Appeals.

Address of Property: _____

Proposed Development: _____

If construction has begun, building Permit #: _____

Petitioner's/ Owner's Signature: _____

Petitioner's Phone: _____

Case #: _____



Board of Zoning Appeals Checklist

The following is a checklist of information required for submission of a Rezoning application. The Planning and Development Department on behalf of the Board of Zoning Appeals reserves the right to reject any incomplete applications.

- ☐ Application Form
- ☐ Deed (Legal Description)
- ☐ Recorded Plat or Recorded Boundary Survey
- ☐ (1) Site Plan or complete project description including size, height, materials, etc.
- ☐ (1) Elevation drawing of new construction
- ☐ Letter of Intent
- ☐ Application Fee—payable to Augusta Planning and Development Department

Please bring this checklist when filing for a BZA

If an applicant is submitting a request as (petitioner) and not owner to WITHDRAW an application – it is necessary to have agreement/signature of the property owner to WITHDRAW the application.

____ Withdraw Application

____ Postpone Application

Reason:

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner: _____ **Date:** _____

Variance Application Guidelines & Information

1. Please attach a **LETTER OF INTENT** explaining the proposed use and the justification or hardship for this variance. Letter of Intent should include the following for Granting Variance:
 - a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; and
 - b) The application of the Zoning Ordinance of the City of Augusta to the particular piece of property would create an unnecessary hardship; and
 - c) Such conditions are peculiar to the particular piece of property involved; and
 - d) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Augusta.
2. If this is a **medical hardship** for a second living unit, a doctor's statement or other legal document is required for mobile home request.
3. **Additional Documents/ Plans** Submit additional plans as necessary to support the application. You are responsible for providing any plans, pictures or supporting information at the meeting.

Zoning Board of Appeals Applications

- The Board of Zoning Appeals application requires a public hearing. Please see the filing deadline and hearing date schedule below.
- The Board of Zoning Appeals meets on the Third Monday of each month (unless otherwise published) at 2:30 p.m. usually in the Augusta Municipal Building at 530 Greene Street in room 802.
- A public hearing notice will be published in the Augusta Chronicle at least 15 days prior to the public hearing.
- Once application has been advertised for public, an application can NOT be withdrawn.
- It is necessary that you or your representative attend this meeting to present your petition. A reminder notice will be mailed to you prior to your meeting date. The Board will take action on all petitions regardless of your attendance or cancellations once advertising is in place.
- If your petition is denied, you cannot reapply for the same parcel for one year unless the Board unanimously grants this privilege.
- State Law provides a 30 day period objection to a Board decision to file an appeal from Superior Court.



Case #: _____

Revised 11/2014 LS/SB